



Lynnfield Public Library

Minutes of the Board of Trustees

December 5, 2023

1. Executive Session – see discussion in Paragraph 8 below.

2. Call Meeting to Order

This meeting was called to order at approximately 7:15 p.m. by Robert Calamari, Chair. Roll call was taken and those in attendance were: Robert Calamari, Chair; Faith Honer-Coakley, Vice-Chair; Russell Boekenkroeger, Trustee; Andrew Kenneally, Trustee; Richard Mazzola, Trustee; Abigail Porter, Library Director; Kevin Macauley; and Gerri Karonis, Secretary. Anne Malenfant and Jeana Tecci, of the Friends of the Lynnfield Library, appeared after the Executive Session closed.

Mr. Calamari informed the Board and those in attendance that the meeting was being recorded and that the Minutes would be available as soon as possible after the conclusion of the Meeting.

3. Approval of Meeting Minutes

• 10/3/2023 Meeting

Following motion made, the Board voted unanimously to approve the Minutes of the Meeting held on October 3, 2023.

4. Past Month's Financial and State Aid Reports

Ms. Porter provided Financial and State Aid Reports dated as of 12/1/2023 for the months of October and November 2023. Ms. Porter noted the Reports were not all up to date and corrected Reports would be submitted by the end of the week.

State aid has been awarded in the amount of \$13,000. The second half of state aid arrives in March 2024. Thanks to an issue raised by Trustee Andrew Kenneally, the Library purchased 5 new WiFi hot spots, an increasingly popular commodity. The Library also has 6 long-term lending Chromebooks in circulation. Ms. Porter and Spencer Stevens are running more diagnostic reports to see what items are being checked out and where demand lies.

Ms. Porter is keeping a close eye on the budget, particularly in terms of staff salaries.

Ms. Porter consulted with Town Accountant Julie McCarthy regarding the use of capital funds. Ms. Porter understands that capital funds can be used to purchase desks for staff, and she hopes to purchase some in the near future. Ms. Porter would also like to purchase a stand-up desk.

State aid of less than \$2000 was used to pay for the printing of the Library's Strategic Plan and

related designer's fees.

Following motion made, the Board voted unanimously to approve the Financial and State Aid Reports dated as of December 1, 2023.

5. Director's Report

Building

Ms. Porter noted the new copier leased in October has been working well.

Tappé Architects were selected by the Town to prepare an analysis of the necessary renovation costs for the existing Library. An inspection of the Library took place on October 27, 2023.

The pipes in the Genealogy Room continue to be a concern, as are the leaks above the Reference Desk. DPW is called regularly. Ms. Porter has been assured that the Library's needs will be addressed promptly.

There have also been fluctuating temperatures in the building. When staff arrive in the morning, the building is often 78 degrees. There is one sensor behind the Circulation Desk. The DPW is aware of the issue.

Outreach

Ms. Porter and Spencer Stevens were recently featured in 01940 Magazine about its popular and ever-growing Library of Things.

Alexander Lambright, a/k/a "Miss Alex," recently visited all the first grades and provided each child with a library card application. Based on the positive feedback from both the children and parents, Ms. Porter hopes to have Ms. Lambright visit other schools and grades going forward.

Ms. Porter thanked the Lynnfield Moms' Group which provided a Toniesbox and several characters for the Library's younger patrons.

The Library is participating in the Toys for Tots drive and patrons and staff have been very generous.

The Library also sponsored a Thanksgiving food drive with the Moms' Group. Ms. Porter thanks the public and staff for their support.

Statistics

As of October, staff had registered 104 new Library accounts, including 60 new student cards.

Circulation of physical items totaled 7,644.

The total number of hoopla checkouts for November was 322, with the most popular collection continuing to be the Adult Fiction Audiobooks. There were 1,580 checkouts on Libby with Adult eBooks being the most popular.

Total In-Library attendance was 9,246.

Staffing

On October 27, 2023, the Library's beloved Patty Nutile retired after decades of public service. Ms. Porter thanked the Library Trustees and the Friends of the Lynnfield Library for their support in hosting a lovely retirement party at the Meeting House.



Abigail Porter, Robert Calamari, Russell Boekenkroeger, Patty Nutile, Faith Honer-Coakley, Richard Mazzola, and Robert Curtin.

Ms. Nutile's successor, Sarah Boçi, has been doing a very good job.

Staff training on Customer Service and Intellectual Freedom was held on November 3 with Krista McLeod, Director of the Nevins Public Library in Methuen.

Chris Rutigliano rejoined the Library's Circulation team on November 13 as an 8-hour Circulation Technician. Ms. Rutigliano replaces Joanne McElhenney who resigned but asked to remain on as a substitute.

Nathasha Piske-Perlmutter has had to resign from her position as the Saturday Children's Librarian due to time demands from her other position. Chihiro Kamiya has recently begun her duties as Saturday Children's Librarian. Ms. Kamiya is working on her Masters of Library Science at Simmons University.

Programming/Projects

The Library is applying for a \$10,000 grant from the MBLC for a native plant/pollinator garden on the Arlington Street side of the building as a way to partner with the school science departments, the Flower Workshop, the Tree Committee, and the Lynnfield Home & Garden Club. The Library is also planning to apply for a \$15,000 grant from the MBLC for accessibility technology, including screen readers, hearing loops, and a large print keyboard. Ms. Porter hopes to schedule staff training from the Massachusetts Commission for the Deaf and Hard of Hearing, and the Perkins School for the Blind.

The Charles Wills photos have been digitized and Ms. Porter is eager to pick them up next week.

Ms. Porter has received the seed packets donated by Burpee. She and the staff are excited to move forward with the Library's Seed Program and hope to schedule a demonstration with a master gardener in February or March of 2024.

Through NOBLE, the Library has now been set up to handle auto-renewals of books network-wide, not just for Lynnfield books. Ms. Porter has received great feedback on auto-renewals. If a patron has placed a hold on a book that has already been signed out by someone else, the auto-renewal feature will not work however.

NOBLE has launched an eCard program for those who don't have a physical library card. eCards facilitate the use of the Library's online services such as hoopla, Libby, or Kanopy when the Library is closed. Ms. Porter plans to put NOBLE's link for eCards in the school newsletters going forward.

The Library has new Library cards available imprinted with its new logo. The Library also ordered a giant sign of the Library card. When a child signs up for his/her first card, the Library will take a picture with the child to mark the special occasion.

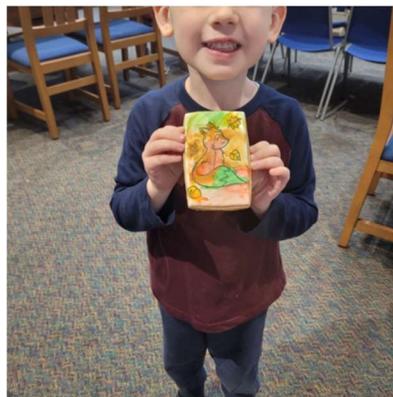
Monday's Tea Time is expanding as the weather gets colder.

Bill Sano's Divas Programs were very popular.

Virtual Yoga remains one of the Library's more popular programs.

The Library hosted "Curious About Cuisine: Sour Dough Brandon" on November 29, 2023. All those attending were given some sourdough starter to take home.

Cookie painting was a popular event this month with children.



The Library has started a monthly PJ Story Time. Ms. Porter hopes to expand that to a Teddy Bear Sleepover where the children drop off their stuffed animals and pick them up the next day.

The Library continues to add items to the Library of Things. Ms. Porter had high praise for Spencer Stevens who has carefully cataloged the items. The Library's webpage lists all items in the Library of Things but readers can also review a binder listing each available item. Wi-fi hotspots remain the single most popular item in the Library of Things.

A motion to approve the Director's Report was unanimously approved by the Board.

6. Old Business

- **Library Building Update**

On December 4, 2023, the Lynnfield Public Library Building Committee held a meeting to discuss its plan to host upcoming Public Forums on January 11, 2024, at the Al Merritt Center to educate residents on the proposed new library. These plans assume the Select Board approves the request to seek an extension of the MBLC grant at its public meeting on December 11, 2023, and that the MBLC approves the grant extension on January 4, 2024.

7. New Business

- **Petition to Select Board for MBLC grant extension**

Following discussion, a motion was made to petition the Select Board to formally file for an extension of the \$9 million MBLC grant to April 30, 2024. The Board of Trustees unanimously approved the motion. A letter memorializing this request to the Select Board will be drafted and signed by Ms. Porter as Director of the Library. The Trustees of the Lynnfield Public Library will appear before the Select Board on December 11 to present this request.

- **Collection Development Update**

Ms. Porter provided the Board with a proposed Collection Management Policy to be studied and discussed in the future; no action was needed at this time.

- **2024 Budget Process Preview**

The Library's MAR or Municipal Appropriation Requirement is \$978,069. The MER or Materials Expenditure Requirement is \$166,288.

Ms. Porter indicated that several features of the Library's phone system no longer work and that a new phone system needs to be considered. The Trustees asked Ms. Porter to see if the Library can tap into the Town's phone system. Ms. Porter also requested that the Library Trustees approve the purchase of an outdoor sound system for the many events held on the Lynnfield Common.

8. Modification of Two Clauses in the Library's Rules of Behavior

Robert Calamari, Chair, indicated the last thing to be taken up is the matter in which the Board was in executive session about earlier in the evening. Russell Boekenkroeger, Trustee, moved to suspend and no longer enforce two specific clauses in the Library's rules of behavior. Mr. Boekenkroeger read those for the record:

"First, using profane or abusive language and or inappropriate behavior towards staff or other patrons.

Secondly, harassing other patrons or staff or disturbing them in such a manner that the patrons and the staff are unable to use the library and its services."

Faith Honer-Coakley, Vice-Chair, seconded the motion. Robert Calamari, Chair, asked if everyone understood the motion made based on the Board's prior discussion. Vice-Chair Faith Honer-Coakely and Trustees Russell Boekenkroeger, Richard Mazzola, and Andrew Kenneally all indicated yes. All those present voted in favor of the motion.

Before the motion to adjourn was heard, Faith Honer-Coakely invited Ms. Malenfant and Ms. Tecci to raise any questions or share any comments. After a discussion of the Friends' book sales and related topics, the meeting was adjourned.

9. Adjournment

There being no further business, a motion was made and unanimously approved by the Board to adjourn the meeting at approximately 8:30 p.m.

Respectfully submitted,

/s/ Gerri Karonis
Geraldine Karonis, Secretary